

# Los Angeles Regional Crime Laboratory Facility Authority



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Dr. Steven Garcia

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## JULY 12, 2007 MINUTES

The thirty-third meeting of the Los Angeles Regional Crime Laboratory Facility Authority was held July 12, 2007 at the Hertzberg-Davis Forensic Center, Leroy D. Baca Media Center, 1800 Paseo Rancho Castilla, Los Angeles, CA 90032.

### CALL TO ORDER

Director Garcia called the meeting to order at 8:09 a.m. The following Directors were present constituting a quorum of the Authority:

David Janssen, Chief Executive Officer, County of Los Angeles  
William T Fujioka, Former Chief Administrative Officer, City of Los Angeles  
Dr. Steven N. Garcia, Finance and Administration, California State University of Los Angeles

### APPROVAL OF MAY 31, 2007 MINUTES

On motion of Director Fujioka, seconded by Director Janssen, the Authority unanimously approved the May 31, 2007 minutes.

### CHAIR'S REPORT

There was none.

(Chair Baca joined the meeting at 8:16 a.m.)

### APPROVAL OF OPERATING BUDGET FOR FY 2007-2008:

Pat Mallon, Project Coordinator, reported the Authority is required to submit an annual approved operating budget to the California State Office of Emergency Services (OES) and the California State Public Works Board (SPWB) on or before June 30. The Authority must submit the approved and authorized budgets of each sublessee under the Operating Subleases and the sublessee's proof of funds to maintain and operate its portion of the facility. The maintenance cost estimates were based on the 2003 R.S. Means Facility Maintenance and Repair Cost Data publication. Additionally, staff has performed a critical review of the anticipated utility charges for the Crime Lab facility. Pursuant to the Authority's request at its May 31, 2007 meeting, correspondence was sent to the City and County Chief Administrative offices respectively for their input on which budget option to select.

**Following discussion, on motion of Director Janssen and seconded by Director Fujioka, the Authority unanimously approved budget option B (\$2,296,278) for fiscal year 2007-2008 for the Crime Lab Facility.**

Director Garcia requested that Budget Option A should be noted in the minutes as a matter of public record.

**APPROVAL OF FACILITIES USE AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF JUSTICE, CALIFORNIA CRIMINALISTICS INSTITUTE (DOJ)**

Mr. Mallon reported that approval of this agreement will allow the Authority to provide the non-exclusive use of space within the Crime Laboratory by the California Criminalistics Institute (CCI) for the provision of specialized forensic science training. Specific issues related to this particular agreement have been resolved and 2,087 square feet will be allocated for professional training within the Crime Laboratory.

**On motion of Director Garcia, seconded by Director Fujioka, the Authority unanimously approved the Facilities Use Agreement with the California Department of Justice's California Criminalistics Institute and accepted the proof of self insurance letters from the Department of General Services for automobile liability, public liability and worker's compensation claims.**

**APPROVAL OF LIABILITY INSURANCE POLICY FOR FACILITY**

Larry Shiroma, County Risk Manager, CAO reported that if an incident/accident occurred in a common area of the facility, Commercial General Liability Insurance would cover all three JPA entities (County, City and University). This will assist the Authority in avoiding and/or minimizing coverage and claim disputes as well as minimize claim and litigation costs. The total annual cost for the insurance premium would be \$31,806 (\$10,602.00 each) with a deductible of \$5,000.

**On motion of Director Garcia, seconded by Director Fujioka, the Authority unanimously approved the purchase of Commercial General Liability Insurance for Fiscal Year 2007-2008 for the Los Angeles Regional Crime Laboratory Facility and authorized the Chair to execute a letter to the County of Los Angeles' Auditor-Controller authorizing the transfer of an amount not to exceed \$31,806.00 to the City of Los Angeles as reimbursement for actual costs for the insurance premium.**

**FURTHERANCE OF DISCUSSION ON ESTABLISHMENT OF A FACILITY MANAGEMENT COMMITTEE AND POSSIBLE INCORPORATION OF FACILITY COORDINATING COMMITTEE**

Mr. Mallon reported legal counsel has advised that the potentiality for Ralph M. Brown Act violations could surface if a Facility Coordinating Committee is not created. A Memorandum of Agreement (MOA) will be drafted to include language that the Facility Management Committee and Facility Coordinating Committee are separate bodies.

**The Authority unanimously approved receiving and filing this item.**

**DISCUSSION WITH DOJ REGARDING POSSIBLE EXPANSION OF THE HERTBERG-DAVIS FORENSIC SCIENCE CENTER**

Barry Fisher, Crime Laboratory Director, addressed the Authority about a recent discussion with the Attorney General's office regarding the possibility of expanding the Regional Crime

Laboratory. Although preliminary, Mr. Fisher felt that the dialogue was positive and the notion of forming a California Forensic Academy was proposed. Director Garcia noted that CSULA and USC have discussed the possibility of forming a joint doctoral program. Although the notion of beginning an academy program is feasible, Director Janssen noted caution should be exercised with respect to the expansion of the Crime Lab in that it would be an arduous endeavor. Director Baca suggested a formal study process could be commissioned to review all of the viable options regarding the expansion of the facility and/or a shared academy program.

**The Authority unanimously approved that a committee is formed to discuss the state of affairs of forensic science in California and research the possibility of expanding the Hertzberg-Davis Forensic Science Center or partnering with another entity to formulate an academy program.**

(Director Fujioka left the meeting at 8:55 a.m.)

### **STAFF REPORTS**

**Budget & Potential Change Orders:** Paul Davidson, Department of General Services, reported the original contract amount for the project was \$78,580,000 and has since been amended to \$81,084,641. A majority of the Change Orders have been approved and negotiated down, however, it's anticipated that a potential of \$800,000 in CO's will occur. An additional \$300,000 is expected for 'soft' costs and Commissioning should yield an additional \$50,000. In total, \$1.2 million is anticipated. Mr. Davidson indicated \$750,000 remains in contingency funding and may need to use \$450,000 of that funding to close out the project. However, an agreement has been reached to lower the anticipated \$1.2 million down to \$975,000. Mr. Davidson indicated that \$300,000 may be needed to close out the project rather than \$600,000 as was initially expected.

**Construction & Schedule Activities:** John Merriam, Jacobs Facilities, Inc. reported all clean up/punchlist items should be completed at the end of July 2007 and beneficial occupancy of the Crime lab is expected to occur August 1, 2007. The maintenance workers are in the wrap up phase and should be demobilized by the end of July 2007. On behalf of Jacob's Facilities, Mr. Merriam thanked the Authority for the opportunity to be apart of the Regional Crime Laboratory project.

**California Forensic Science Institute (CFSI) Update:** Rose Ochi, Executive Director, CFSI reported a proposal has been drafted to develop a forensic training program and are seeking \$2 million for this to come to fruition. In closing, Ms. Ochi advised the Authority that the CFSI's inaugural board meeting will be held Saturday, October 27, 2007 and that additional details of the inaugural meeting will be available as the event draws nearer.

### **CONSIDERATION OF FUTURE AGENDA ITEMS**

Mr. Mallon reported the Department of Justice (DOJ) Facility Use Agreement and the finalization of the Authority's Annual Operating Budget should be ready for consideration at the June 28, 2007 Crime Lab meeting.

Director Baca requested that the City and County of Los Angeles each have one designated operating area within the Hertzberg-Davis Forensic Science Center named after William T Fujioka and David E. Janssen respectively for their service and integral role in providing leadership and insight to the Authority.

**PUBLIC COMMENT**

There was none.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:24 a.m.